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# Employee Intervention Program



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STATE DOCUMENTS

South Carolina  
Vocational Rehabilitation  
Department

## Premise

Problems arising from an employee's physical and/or mental condition(s) which jeopardize their continued employment are of significant concern to both employee and employer. Left untreated, these job jeopardizing conditions can lower productivity, erode employee morale, incur additional expense, and cause unnecessary dismissal from employment.

## Purpose

Job retention for potentially productive employees who are confronted with problems arising from a suspected physical or mental condition(s) is of mutual concern to employees, employers, and the South Carolina Vocational Rehabilitation Department. In cooperation with the employee and the employer, Vocational Rehabilitation personnel, through a variety of rehabilitation services, endeavors to render troubled employees employable and productive.

## Program Operation

Early referral of an employee in jeopardy of being dismissed increases the prospects for successful rehabilitation; however, a referral to Vocational Rehabilitation can be made by an employer at any time during the dismissal process up to and including the dismissal.

Upon referral, Vocational Rehabilitation will proceed to medically and/or psychologically assess the existence and nature of the problem(s) in an expeditious manner. If the problem arises from something other than a physical or mental condition, the employee will be determined ineligible for services from Vocational Rehabilitation; however, referral will be made to the appropriate service agency. If a significant physical or mental problem exists, the employee will be determined eligible for the following services in accordance with their needs:

## Services

Counseling and guidance (vocational, interpersonal, intrapersonal)

Medical, psychological, or vocational assessment

Residential treatment for alcoholism or drug abuse

Personal, social, and work adjustment training (stress, time management, interpersonal relations)

Job modification, job redirection, and job placement

The following are provided in conjunction with one or more of the aforementioned services:

Physical restoration w/need.

Coordination of other services

## Special Features

Appointment within 24 hours.

Confidentiality assured.

Services of VR offered at no cost to employer or employee.

Participation is voluntary and employment status not affected.

Supervisory training provided.

(Why? What? Where? How?)

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# **South Carolina Vocational Rehabilitation Department Area Offices**

<b>AIKEN</b> .....	648-0422
855 York Street, N.E. / P.O. Box 1096 (29801)	
<b>ANDERSON</b> .....	224-6391
212 McGee Road / P.O. Drawer 1866 (29621)	
<b>CHARLESTON</b> .....	744-5670
4360 Dorchester Road Charleston Heights (29405)	
<b>COLUMBIA</b> .....	758-3381
1330 Boston Avenue / West Columbia (29169)	
<b>CONWAY</b> .....	248-2235
3009 Fourth Avenue (29526)	
<b>FLORENCE</b> .....	662-8114
West Darlington Street at Jody Road (29501)	
<b>GREENVILLE</b> .....	297-3067
105 Parkins Mill Road (29607)	
<b>GREENWOOD</b> .....	229-5827
109 Oak Avenue / P.O. Box 1061 (29646)	
<b>LAURENS</b> .....	984-6563
221 Laurens Street (29360)	
<b>ORANGEBURG</b> .....	534-4939
780 Joe Jeffords Highway (29115)	
<b>ROCK HILL</b> .....	327-7106
756 Cherry Road / P.O. Box 2586 (29730)	
<b>SPARTANBURG</b> .....	585-3693
353 South Church Street / P.O. Box 2668 (29304)	
<b>SUMTER</b> .....	469-2960
Highway 15, North (29150)	
<b>WALTERBORO</b> .....	538-3116
Industrial Park / P.O. Drawer 110 (29488)	

*The South Carolina Vocational Rehabilitation Department offers equal opportunity in its employment and provision of services without regard to race, color, creed, national origin or handicapping condition in keeping with the provisions of Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973.*

